

Position Title: Assistant Chief, UPD

Department: CONTROLLER, OFFICE OF STATE THE

Final Filing Date: Thursday, August 5, 2010

Bulletin ID: 07222010_1

The Above-Named Examination Bulletin is Amended as Follows:

Monthly Salary Range: \$ 7815.00-\$8616.00



CONTROLLER, OFFICE OF STATE THE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CONTROLLER, OFFICE OF STATE THE	RELEASE DATE:	Friday, July 23, 2010
POSITION TITLE:	Assistant Chief, UPD	FINAL FILING DATE:	Thursday, August 5, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,825.00 - \$ 8,616.00 / Month	BULLETIN ID:	07222010_1

POSITION DESCRIPTION

With minimal direction provided by the Chief, Division of Collections, and/or the Chief Operating Officer, assist in the development of long and short range goals; develop statewide operational policies associated with the Unclaimed Property Program. Advise high-level Executive Staff regarding the growth in processing and legal challenges to Unclaimed Property laws.

An incumbent will aid in the development of relationships with other high-level officials from states possessing reciprocity agreements with the State of California. He or she will also participate in the effort to collect property from various companies conducting business within the State of California.

Specific duties include, but will not be limited to the following:

Essential Functions: (Candidates must perform the following functions with or without reasonable accommodations.) • Act as advisor to the Chief, Division of Collections and/or the Chief Operating Officer on matters related to the administration of Unclaimed Property, which includes legislation development, interests and penalties, and procedural policy, etc.; • When required, represent the State Controller's Office before legislative bodies, the Department of Finance, and other control authorities providing statistical data, program strategies, and efforts on the part of the office to receive and transfer property for inclusion into the General Fund; • Develop revenue goals and objectives for the division; • Oversee program operations, while addressing legal parameters for consistency and efficiency; • Provide policy recommendations/development to support appropriate statutory requirements; • Provide direction to subordinate managers to insure that the most difficult and sensitive activities involving stakeholders are appropriately addressed in a timely manner; • Consults with and appraises division management regarding project activities and recommended courses of action. • Develop internal communication strategies for the dissemination of critical program and/or department information; • Provide executive-level leadership and assist in setting state-wide policies regarding the Unclaimed Property escheatment and other programmatic areas; •

Develop quality control standards; • When required, attend high-level meetings impacting program parameters.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience

with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Demonstrated knowledge of federal and state policies, rules & standards relative to program payment functions.
2. Experience in recommending, developing and implementing policies relative to program issues.
3. Administrative experience communicating with the control entities such as the Department of Finance and/or the Legislature.
4. Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote team work, and define and achieve success across multi-disciplinary stakeholder interests.
5. Knowledgeable of budgeting process.
6. Demonstrable writing skills.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Chief, UPD**, with the **CONTROLLER, OFFICE OF STATE THE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application, qualification, and resume screening process using predetermined evaluation criteria. Qualified applicants will receive a rating commiserate with their expressed experience and personal qualifications and the results of which will be mailed.

Candidates successfully competing in the examination may be scheduled for an interview to compete for said vacancy. Following a selection, those individuals remaining on the list may be contacted for subsequent interviews should a vacancy occur in this position within the next twelve (12) months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CONTROLLER, OFFICE OF STATE THE, Examination Unit/Human Resources
300 Capitol Mall, Sacramento, CA 95814
Dave Spring | 916-322-2791 | dspring@sco.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CONTROLLER, OFFICE OF STATE THE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>